

COMPTROLLER GENERAL OF THE UNITED STATES
Washington 25

B-115301

August 12, 1953

Honorable Allen W. Dulles, Director
Central Intelligence Agency

My dear Mr. Dulles:

The Chairman of the House Appropriations Committee has requested the General Accounting Office and the General Services Administration to make a survey of electrical business machines used throughout the Government service with a view to obtaining more economical use of such equipment. He also has indicated that electrical typewriters should be included in the survey. This matter was referred to on page 2 of the Committee's report on the First Independent Offices Appropriation Bill, 1954, House Report No. 276, 83rd Congress.

It is the desire of the Committee that our report be submitted at the beginning of the next regular session of the Congress.

Because of the scope of the undertaking, it has been agreed with the General Services Administration that the General Accounting Office will assume leadership for the survey with respect to punch card equipment, bookkeeping machines and electronic computers. The General Services Administration will assume leadership for the remainder of the equipment to be included in the survey and, accordingly, this letter is concerned only with those phases of the survey for which this Office will assume leadership. In some situations it will be necessary for a punch card or bookkeeping machine installation to include some of the equipment being surveyed by the General Services Administration, such as addressing equipment, electric typewriters, adding machines, etc., in order to adequately present the installation report and the functions performed by the installation. However, the agency will also report such auxiliary machines to General Services Administration to be included in its overall report of such equipment.

One step in the survey will be the assembly of data with respect to each installation. A tabular form along with provision for a narrative supplement and instructions for their preparation is attached which will serve this purpose. This material is to be submitted not later than October 15, 1953. Through the use of this media each agency will have the opportunity to present background data and its own evaluation of the effectiveness of its installation(s). These reports will be forwarded to the Committee along with our comments.

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A specific report form to be followed for electronic computer installations has not been provided because they are few in number and involve specialized problems. Provisions for such reports will be worked out individually with the agencies concerned by a designated GAO representative.

Another step will be an on-site survey by this Office to the extent deemed appropriate and within the limit of our available facilities. The pattern to be followed in scheduling such surveys will be discussed with your agency by a designated General Accounting Office representative. It will be our purpose to accomplish such surveys with a minimum of inconvenience to the agency and with appropriate cognizance of any data already available.

In some cases, it will likely be advantageous for the General Accounting Office to obtain assistance from other agencies of the Government who have staff personnel with particular competence in specialized fields. This would seem to be the case with regard to electronic computer installations and some types of statistical installations. It will be our purpose to utilize such assistance to the extent it is available and deemed appropriate.

In order that we may move forward as soon as possible with on-site surveys, without waiting for the receipt of the data to be included in the report due October 15, 1953, it is requested that you notify the Accounting Systems Division of this Office the name of your designated representative with whom we may deal. We will then have a designated General Accounting Office representative get in touch with him to make necessary arrangements and to be available for discussion of any questions that may arise in connection with the attached request for data.

The task involved is a difficult one at best. Your cooperation and assistance are earnestly requested to the end that useful and accurate data may be furnished to the Committee on a timely basis.

Sincerely yours,

(Signed) Frank H. Weitzel
Acting Comptroller General
of the United States

Attachment